



# Receiving and Storage Guidelines

## *Receiving*

- Only accept food shipments from approved sources.
- Check that the delivery vehicle is clean. Reject the shipment if the vehicle is dirty or if there is evidence of pests (mouse droppings, cockroach casings, cockroaches, flies, etc.)
- Ensure that chemicals have been stored separately from food and food containers on the vehicle.
- Check that the temperatures of refrigeration and freezer units on the vehicle are at the correct temperatures: at or below 4°C (40°F) for refrigeration units and below -18°C (0°F) for freezers.
- Using a probe thermometer, check that the internal temperature of refrigerated food is at or below 4°C (40°F) and frozen food at or below -18°C (0°F).
- Do not accept food that is spoiled, damaged, or past its 'best before' date.
- Reject products with broken boxes, torn bags or strange odours.

## *General storage guidelines*

- When putting away a food shipment, store foods in this order:
  - 1<sup>st</sup>: potentially hazardous foods requiring refrigeration (meats, seafood, dairy, etc.)
  - 2<sup>nd</sup>: frozen foods
  - 3<sup>rd</sup>: less hazardous foods that require refrigeration (fresh, uncut fruits and vegetables, etc.)
  - 4<sup>th</sup>: dry goods
- Use the "first in, first out" (FIFO) principle. Pull old stock to the front and store the new stock behind.
- Note the code date on products: 'best before' date, 'expiry' date or 'use by' date; and rotate stock so that old stock is used before the new stock.
- If necessary, protect food from contamination by wrapping and covering it.
- Make sure that all food is labelled with the product name and the date that it was received.
- Use only food-grade containers to store food.
- Do not store food on the floor. All food should be stored at least 15 cm (6 inches) off of the floor.

## *Cooler storage guidelines*

- Check the temperature of the cooler on both the built-in and the portable thermometers to ensure that the cooler temperature is between 0°C and 4°C (32°F – 40°F). If the cooler is above 4°C (40°F), take corrective action.
- Store raw meats, poultry, fish and dairy products below cooked, prepared and ready to eat foods.

## *Freezer storage guidelines*

- Check the temperature of the freezer on both the built-in and the portable thermometers to ensure that the freezer temperature is below -18°C (0°F). If the freezer is above -18°C (0°F), take corrective action.